

UK-Penrith: Payroll management services

OJ S 87/2013 04/05/2013

Contract notice**Services****Directive 2004/18/EC****Section I: Contracting authority**

I.1. Name and addresses

Official name: The Police and Crime Commissioner for Cumbria
Postal address: Procurement, Police Headquarters, Carleton Hall
Town: Penrith
Postal code: CA10 2AU
Country: United Kingdom
For the attention of: Mrs Karen Crump
E-mail: karen.crump@cumbria.pnn.police.uk
Telephone: +44 1768217050
Fax: +44 1768217314

Additional information can be obtained from:

Official name: The Police and Crime Commissioner for Cumbria
Postal address: Economic Operators wishing to Express Interest and obtain the Tender Documents should go to www.bluelight.gov.uk and click on 'new opportunities' which is within the Suppliers Area box on the left of the screen. Click on the blue link for the contract title to view the opportunity. To express interest you will need to log in. If you are not already registered on www.bluelight.gov.uk, you will need to return to the home page and click on the "Register Company" link in the Supplier Area box on the left. Registration is free of charge and your user name and password will be e-mailed to you.

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

Official name: The Police and Crime Commissioner for Cumbria
Postal address: Economic Operators wishing to Express Interest and obtain the Tender Documents should go to www.bluelight.gov.uk and click on 'new opportunities' which is within the Suppliers Area box on the left of the screen. Click on the blue link for the contract title to view the opportunity. To express interest you will need to log in. If you are not already registered on www.bluelight.gov.uk, you will need to return to the home page and click on the "Register Company" link in the Supplier Area box on the left. Registration is free of charge and your user name and password will be e-mailed to you

Tenders or requests to participate must be submitted: Official name: The Police and Crime Commissioner for Cumbria

Postal address: Economic Operators wishing to Express Interest and obtain the Tender Documents should go to www.bluelight.gov.uk and click on 'new opportunities' which is within the Suppliers Area box on the left of the screen. Click on the blue link for the contract title to view the opportunity. To express interest you will need to log in. If you are not already registered on www.bluelight.gov.uk, you will need to return to the home page and click on the "Register Company" link in the Supplier Area box on the left. Registration is free of charge and your user name and password will be e-mailed to you

I.2. Type of the contracting authority

Body governed by public law

I.3. Main activity

Public order and safety

I.4. Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: no

Section II: Object of the contract

II.1. Description

II.1.1. Title attributed to the contract by the contracting authority

Payroll Services

II.1.2. Type of contract and place of performance or delivery

Services

Service category No 7: Computer and related services

Main site or place of performance: Penrith

NUTS code UKD1 Cumbria

II.1.3. Information about a framework agreement or a dynamic purchasing system

The notice involves a public contract

II.1.4. Information about framework agreement

II.1.5. Short description of the contract or purchase(s)

Provision of a comprehensive payroll bureau service for Cumbria Constabulary. The Police and Crime Commissioner is seeking to appoint a Contractor who will provide a high level of service and innovation that will lead to process efficiencies and develop and enhance the payroll service to circa 2400 Police Officers and Police Staff.

II.1.6. CPV code(s)

79211110 Payroll management services

II.1.7. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: no

II.1.8. Lots

This contract is divided into lots: no

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

The provision of a comprehensive payroll bureau service covering a wide range of requirements including expenses and overtime payments. The service is currently provided to circa 1160 Police Officers and 836 Police Staff. All are paid monthly.

Estimated value excluding VAT: 350 000 GBP

II.2.2. Information about options

Options: yes

Description of options: Self service functionality.

II.2.3. Information about renewals

II.3. Duration of the contract or time limit for completion

Duration in months: 60 (from the award of the contract)

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

A Parent Company Guarantee may be required.

III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them

III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded

III.1.4. Contract performance conditions

III.2. Conditions for participation

III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions: Information and formalities necessary for evaluating if requirements are met:

Evaluation of the completed Economic Operator Questionnaire in accordance with the scoring methodology described in the Invitation to Tender.

III.2.2. Economic and financial ability

List and brief description of conditions: Information and formalities necessary for evaluating if requirements are met:

Evaluation of the completed Economic Operator Questionnaire in accordance with the scoring methodology described in the Invitation to Tender.

III.2.3. Technical and professional ability

List and brief description of conditions:

Information and formalities necessary for evaluating if requirements are met:

Evaluation of the completed Economic Operator Questionnaire in accordance with the scoring methodology described in the Invitation to Tender.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

Execution of the service is reserved to a particular profession: no

III.3.2. Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: no

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Open

IV.1.2. Information about the limits on the number of candidates to be invited

IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue

IV.2. Award criteria

IV.2.1. Award criteria

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

IV.2.2. Information about electronic auction

An electronic auction will be used: no

IV.3. Administrative information

IV.3.1. File reference number attributed by the contracting authority

QTLE-953LCA

IV.3.2. Previous publication concerning this procedure

no

IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document

Time limit for receipt of requests for documents or for accessing documents: 31.5.2013 - 14:00
Payable documents: no

IV.3.4. Time limit for receipt of tenders or requests to participate

14.6.2013 - 14:00

IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.3.6. Languages in which tenders or requests to participate may be submitted

English.

IV.3.7. Minimum time frame during which the tenderer must maintain the tender

Duration in days: 120 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 14.6.2013 - 14:00

Persons authorised to be present at the opening of tenders: yes

Information about authorised persons and opening procedure: A minimum of Two Officers will be present at the tender opening, including a member of the Legal Services team.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.2. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds:
no

VI.3. Additional information

VI.4. Procedures for review

VI.4.1. Review body

Official name: Director of Legal Services

Postal address: Cumbria Constabulary Police Headquarters

Town: Penrith

Postal code: CA10 2AU

Country: United Kingdom

VI.4.2. Review procedure

VI.4.3. Service from which information about the review procedure may be obtained

VI.5. Date of dispatch of this notice

1.5.2013